

A-E CONTRACTING BULLETIN 97-03, 11 MAR 97

SUBJECT: A-E OFFICE LOCATION FOR PERFORMANCE EVALUATION

1. Many A-E firms have multiple offices. Item 6 of the DD Form 2631, Performance Evaluation (Architect-Engineer), should reflect the A-E office location which had the lead role in performing the work (see FAR 42.1502(a)). This may not be the office which signed the contract.

2. The evaluation will not be useful or relevant in future selections if it does not reflect the office which actually performed the work.

DON EVICK, HQUSACE, CEMP-EC
A-E CONTRACTING PROGRAM MANAGER
PHONE: 202-761-1053, FAX: 202-761-1649